

## Creating a Wikispace for Educators CLSD 2009

### What is a Wiki?

A wiki is an online software program that allows users to create, edit, and link web pages. It is more than a web page because it a location to share and collaborate with a group of individuals. The word **Wiki** originates from a Hawaiian word, “wiki wiki,” meaning fast. Wiki’s are often used as collaborative sites and are easy to make and maintain. The most popular wiki is Wikipedia. <http://www.wikipedia.org>

### Wiki Spaces for Teachers

CLSD suggests using **Wikispaces** for teachers. This service is free to join for teachers and does not contain any advertising.

To join wikispaces for teachers, visit:

<http://www.wikispaces.com/site/for/teachers>

1. Enter a **Username**.
2. Enter a **Password**.
3. Enter your school **Email address**.
4. Select “**Yes**” to make a space.
5. Enter your **class name** as your space name.
6. Select **Private** (free for educators), and place a check next to the statement, I certify this space will be used for K-12. \*Your Wiki username and password will work for every Wiki page you create or wish to join.

**Join Now**  
Fill in the fields below and you're done.

1. **Username**
2. **Password**
3. **Email Address**  
We don't spam or share your email address.
4. **Make a Space?**  
☒ Yes ☐ No  
Create a wiki now or after you join.
5. **Space Name**
6. **Space Visibility**  
☒ **Public (free)**  
Everyone can view and edit your pages  
☐ **Protected (free)**  
Everyone can view pages, only space members can edit  
☒ **Private (free for educators otherwise \$5/month)**  
Only space members can view and edit pages
7. **Educational Use**  
☒ **I certify this space will be used for K-12**

### Designing Your Wiki

1. Following is a screen shot of the first page you will see after creating your account:

☆ home Edit This Page page discussion history notify me

**Welcome to your name space**

**Getting Started**

To get started, click on the 'edit' link above to add content to this page. You and other contributors can also comment on pages using the 'discussion' link at the top of every page.

**About This Space**

Your space is currently **private**. It can only be seen and edited by space members. As the space organizer, you may change your space's [settings](#), [look and feel](#) or [permissions and members](#). You can also change your [subscription options](#).

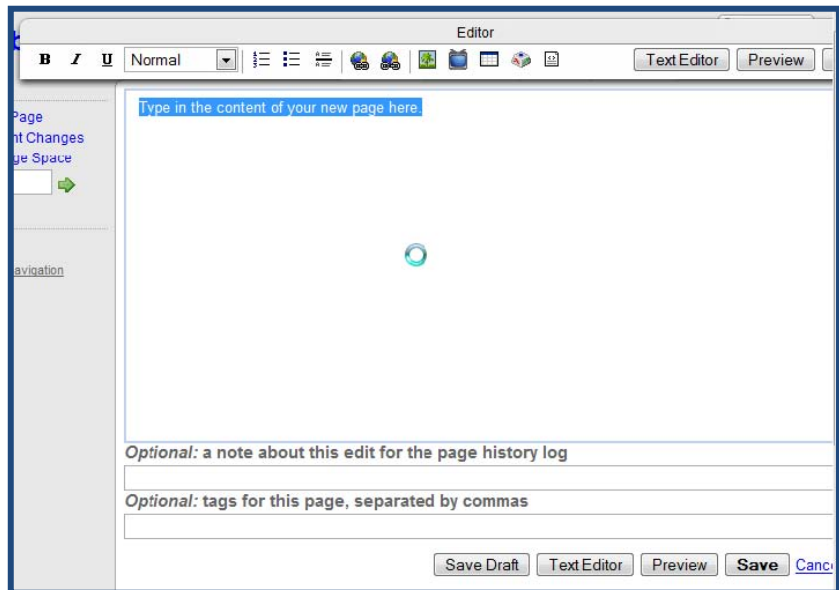
**Need Help?**

For more information on how to use Wikispaces, see our [help section](#).

2. Click on the button titled ***“Edit this Page”*** to begin entering data on your wiki. The following screen will appear:

3. **Enter the text** you want to appear on the first page of your Wiki, such as a welcome message and your name.

4. **Click on the Preview tab** to preview your page. When you are satisfied with your entry, click on the Save button to save your work.



## The Wiki Editor Toolbar

### Formatting Text Tools:

B – Bold Text

I – Italic Text

U – Underline Text

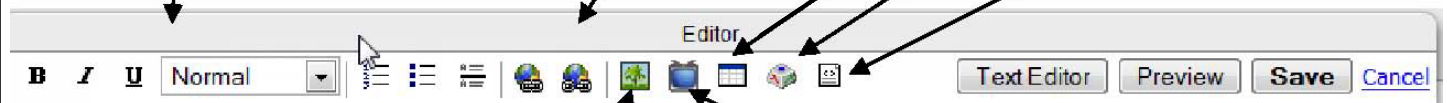
Normal – Heading Types (includes size of Font)

Insert or Remove a Link

Insert Table

Insert Special Character

Insert Code



Numbered/Bulleted List  
and Horizontal Rule  
(creates a thick line)

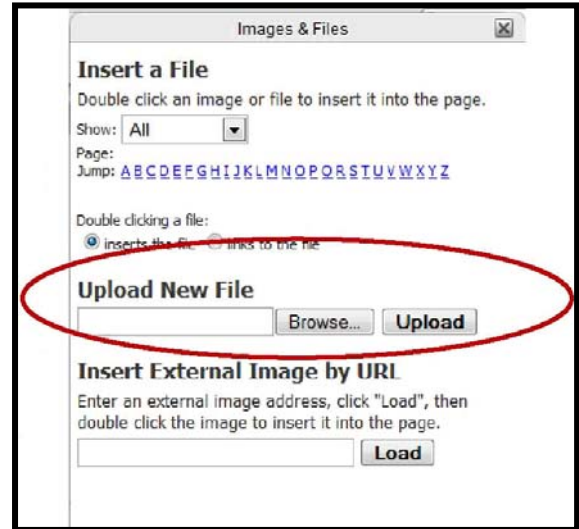
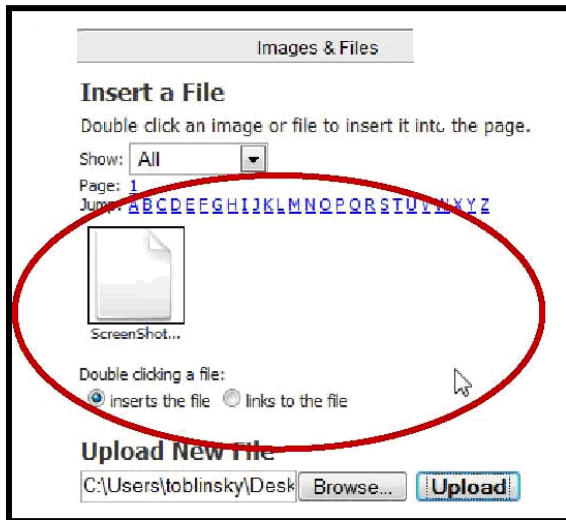
Inserts Images and Files

Embedded  
Widget

## Inserting an Image or File

You can upload images and files to your wiki. To insert a file from your computer, click on the tool that inserts images and files.

- Click on the **Browse** button to navigate to the file.
- Click on **Open** once you have located the file.
- Click on **Upload** to bring the file to your wikispace.
- The file will then appear in the dialog box as an icon.

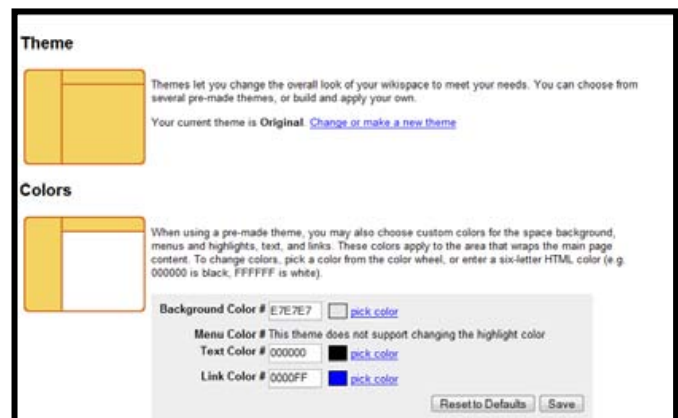


- **Select Insert the File or Links to the File** by clicking on the desired radio button.
- **Double Click on the file** to accept your choice.

## Look and Feel


- To change the look of your Wiki, click on the **Manage Work Space** from the choices on the left.
- Click on the link entitled **Look and Feel**.

This section allows you to personalize your page. Your options include themes, colors, style sheets for advanced users, and logo placement. It is best to “play” with these options.




# Themes


Pre-Made Themes




AquaFluid  
Use Theme  
Preview



Bubble  
current theme



OneBox  
Use Theme  
Preview




Original  
Use Theme  
Preview

There are **four pre-designed themes**. This option also provides a location to later create your own theme option.

# Colors

Colors



Background Color #  | [pick color](#)

Menu Color #  | [pick color](#)

Text Color #  | [pick color](#)

Link Color #  | [pick color](#)

Reset to Defaults

Save

To change the color of your wiki, simply click on the links titled pick color.

# Logos

Logo



In most themes, your logo is shown in the top left corner. You may upload a new logo in GIF, JPEG, or PNG format. The logo must be 150x150 pixels or smaller. Click 'Browse' below to locate the image on your computer that you'd like to upload, and then click 'Save'.

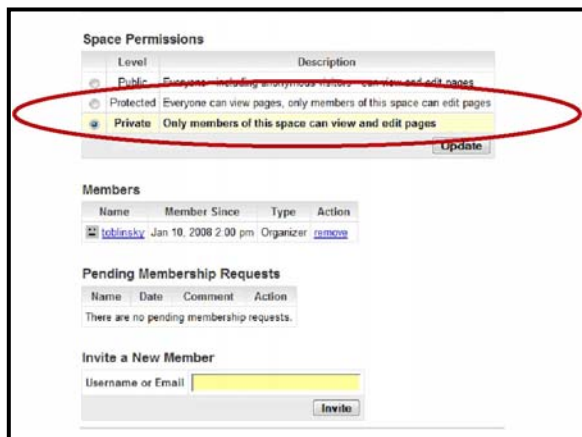
New Image File 

Browse...

Reset to Default

Save


## Members and Permissions



**Space Permissions**

Level	Description
<input type="radio"/> Public	Everyone, including anonymous visitors, can view and edit pages
<input type="radio"/> Protected	Everyone can view pages, only members of this space can edit pages
<input checked="" type="radio"/> Private	Only members of this space can view and edit pages

**Members**

Name	Member Since	Type	Action
 tobinsky	Jan 10, 2008 2:00 pm	Organizer	<a href="#">remove</a>

**Pending Membership Requests**

Name	Date	Comment	Action
There are no pending membership requests.			

**Invite a New Member**

Username or Email

Space Permissions: Click on the radio button that best describes your preferred level of permission for members. Private is a good choice for classroom use.

## Wiki Services Provides Bulk Email Services

### 4. Creating Accounts in Bulk

We offer a service where we can create accounts for you in bulk. If you are a teacher and need to create accounts for every student, but don't want to go through the hassle of creating an account for each student and having them request access to your space, we can set up those accounts for you.

Send us an e-mail at [help@wikispaces.com](mailto:help@wikispaces.com) with your space name and the accounts you would like us to create. The list should be formatted as follows:

```
user1,email1@address.com,password1
user2,email2@address.com,password2
user3,email3@address.com,password3
```

Resource: <https://www.wikispaces.com/help+Teachers>

### 5. Is there an easy way to create accounts for all of my students?

Sure - if you don't want your students to have to create accounts themselves, just email [help@wikispaces.com](mailto:help@wikispaces.com) with a list of usernames, email addresses (if you have them - if you don't just leave them out), and passwords in the following format and we'll create the accounts for you.

```
user1,email1@address.com,password1
user2,email2@address.com,password2
user3,email3@address.com,password3
```

A few important notes that will help us create these accounts for you quickly:

#### Usernames

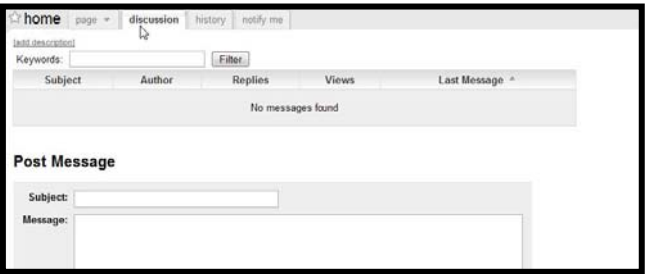
We have a large number of accounts on Wikispaces, so many combinations of first names, last names, and initials are already taken. It's much more likely we can make all the accounts you ask if you add a school identifier to your students' usernames. For example, if your school is called John Smith High, instead of asking us for the usernames, *adam*, *james*, and *dom*, we recommend *jsh-adam*, *jsh-james*, and *jsh-dom*.

# Creating Discussions

To start a discussion with your students:

- Type a topic in the subject box.
- Type your message in the message box.

Please note: Only members of your site and post a response if your permissions are set to Protected or Private.



# History

The History tab allows you to view all of the activity on your space.

Date	Compare	Author	Comment
<a href="#">Apr 11, 2008 11:59 am</a>	<a href="#">select</a>	<a href="#">ghall</a>	
<a href="#">Apr 11, 2008 11:57 am</a>	<a href="#">select</a>	<a href="#">ghall</a>	
<a href="#">Apr 11, 2008 11:36 am</a>	<a href="#">select</a>	<a href="#">ghall</a>	
<a href="#">Apr 5, 2008 6:45 pm</a>	<a href="#">select</a>	<a href="#">ghall</a>	
<a href="#">Apr 5, 2008 6:43 pm</a>	<a href="#">select</a>	<a href="#">ghall</a>	
<a href="#">Apr 5, 2008 6:39 pm</a>	<a href="#">select</a>	<a href="#">ghall</a>	
<a href="#">Mar 15, 2008 6:41 pm</a>	<a href="#">select</a>	<a href="#">ghall</a>	
<a href="#">Mar 15, 2008 6:40 pm</a>	<a href="#">select</a>	<a href="#">ghall</a>	

# Notify Me

The Notify Me tab does exactly what it states It notifies you through email once someone has posted to your wiki site. This option may also be turned off by clicking on the radio button titled, Stop Monitoring.

**Email Notification**

You will receive email updates when this page is changed.

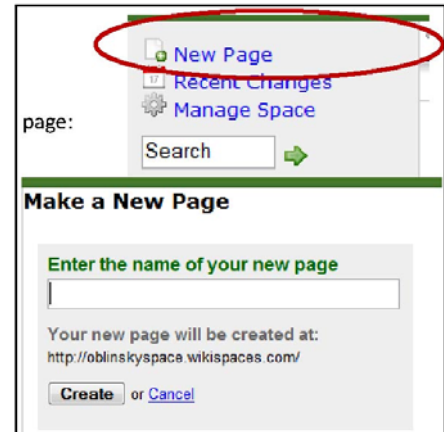
You are currently monitoring this page.



## Additional Pages

Additional pages can be added to your Wiki. To add an additional page:

- Click on the link titled New Page.
- Name your page.
- Click on Create.
- Follow the Steps used to create your first Wiki page.



## Helpful Links

<http://www.teachersfirst.com/content/wiki/> Video Tutorials  
<http://www.wikispaces.com/site/for/teachers100K>